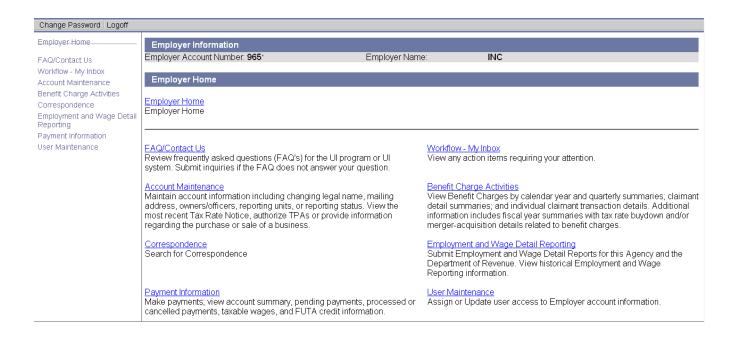
WORKFLOW - MY INBOX

Introduction

'Workflow - My Inbox' allows you to view and respond to Questionnaires sent to you by the DUA. In certain cases, the DUA may choose to send you a questionnaire to seek additional information from you. You will receive a questionnaire in your QUEST inbox, only if your correspondence method is Email. Example: If you have filed an appeal, DUA may need additional information to process your appeal and will send you a questionnaire. This section of the document will show how an authorized user can view and respond to the questionnaires received on QUEST.

Step-by-Step Instructions:

1. Navigate to the employer home page. The following page will appear. Click on the link 'Workflow – My Inbox'



2. The following page will appear. Enter the date range to search for questionnaires received from DUA.



QUEST - Employer User Guide

3. The search results will appear as shown below. Click on 'Open', to answer a questionnaire.



4. The questionnaire will appear as shown below. Provide your responses and click on 'Submit' to complete. Your response will be sent to DUA.

